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NEXT-GENERATION JOBS TEA



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Get ready to experience the exciting, growing careers of the future! Are you interested in green energy, technology, health care? How about business operations, construction or life sciences? Whatever your field of interest, Missouri's Next-Generation Jobs Team is committed to helping youths and young adults, ages 16 to 24, who want to make the most of this summer as an opportunity to explore the next generation of 21st-Century industries.

Under this free program, we will help you get a summer job that can give you extra money while you learn a new skill. Or if you'd prefer, we will help match you with an internship that will give you realworld experience in one of the high-tech, highgrowth jobs of the future.

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Check it out: 2 Easy Ways to Apply



Help develop Missouri's 21st-century workforce

This summer, Missouri businesses have a unique opportunity to benefit from talented, motivated young workers and help build a 21 st-century workforce for our state.

The Missouri Next-Generation Jobs Team will connect youth and young adults, ages 16 to 24, to an exciting work experience or internship at your business this summer, using resources from the federal recovery act.

The best part is, we pay the wages and make sure you get the right candidate.

With Missouri's Next-Generation Jobs Team, you can provide a summer work experience to a youth or young adult with an interest in your business while helping develop the next generation of high-tech, highly trained workers for your industry.

Give an invaluable learning opportunity to a youth or young adult while growing your future workforce.

This opportunity is only available between May 1 and

WIA Summer Youth Objectives

- Draw attention to written guidance.
- Review enrollment guidelines
- Address 250% of poverty issue
- Emphasize the importance of updated ONET on Employment Plan.
- Emphasize the importance of employer's FEIN on 503R service.
- Review "Employer Search" function.

NGJT Youth Program Desk Aide

Posted on Worksmart

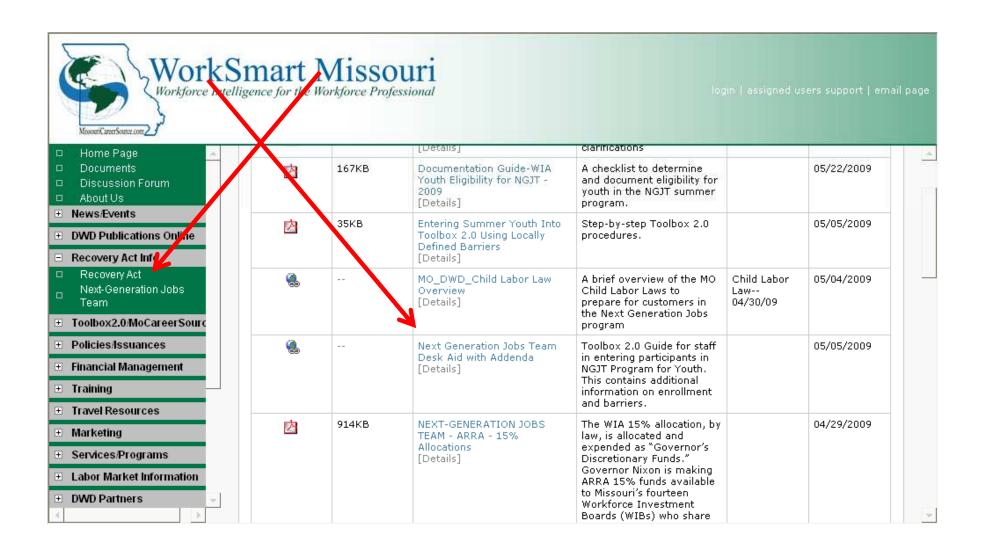
Contains guidance regarding data entry requirements.

Next-Generation Jobs Team Program
Toolbox 2.0 Enrollment Process and
Performance Reporting Clarification

Staff Training

 WIB's responsibility to ensure that all parties associated with NGJT Toolbox 2.0 data entry have read, understand and follow this guidance.

Locate Desk Aids



NGJT Desk Aid

"Next-Generation Jobs Team Program Toolbox 2.0 Enrollment Process and Performance Reporting Clarification" contained as addendum to this document.

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Þ	167KB	Documentation Guide-WIA Youth Eligibility for NGJT - 2009 [Details]	A checklist to and documer youth in the program.
À	35KB	Entering Summer Youth Into Toolbox 2.0 Using Locally Defined Barriers [Details]	Step-by-step procedures.
a		MO_DWD_Child Labor Law Overview [Details]	A brief overvichild Labor Liprepare for (the Next Ger
a		Next Generation Jobs Team Desk Aid with Addenda [Details]	Toolbox 2.0 in entering p NGJT Progra This contains information (
		35KB	Documentation Guide-WIA Youth Eligibility for NGJT - 2009 [Details] 35KB Entering Summer Youth Into Toolbox 2.0 Using Locally Defined Barriers [Details] MO_DWD_Child Labor Law Overview [Details] Next Generation Jobs Team Desk Aid with Addenda

Short Desc

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Summer Youth Only

If the Youth is to be enrolled in the Summer Program only, staff must:

- 1. complete the Eligibility and create the NGJT 85% or 15% Actual Enrollment; and
- 2. post the appropriate Recovery Act Youth Services (503R, 507R, etc).

Identification of Summer Only

These Youth will only be measured by the Work Readiness indicator (as long as the work experience ends by the respective deadlines:

- Youth 14-24 will end September 30, 2009
- Some Youth 18-24 may be extended through March 31, 2010.
- ITSD will be able to identify these individuals by both the NGJT Actual Enrollment and the "R" service.

Current WIA Youth Enrollee

- If the Youth already has a WIA Youth Actual Enrollment, and is to participate in the 15% ARRA-funded Summer Employment Program, staff need to:
- 1. Complete a new Eligibility;
- 2. Create a 15% NGJT Actual Enrollment; and
- 3. Post the appropriate Recovery Act Youth Services.
- ITSD can identify these 15% participants for inclusion in the Work Readiness performance report by the "R" service.

Current WIA Youth Enrollee

- If the Youth already has a WIA Youth Actual Enrollment, and is to participate in the 85% ARRA-funded Summer Employment Program, staff do not need to create a NGJT Actual Enrollment.
- 1. The "R" service can simply be posted to the existing WIA Youth Actual Enrollment.
- 2. ITSD can identify these participants for inclusion in the Work Readiness performance report by the "R" service.

Other Current Enrollments

If the Youth has an Actual CAP, WIA Adult, or other Actual Enrollment in TB2 and are to participate in either the 15% or 85% Summer Employment Program, staff must:

Complete a new eligibility and Summer Youth Actual Enrollment.

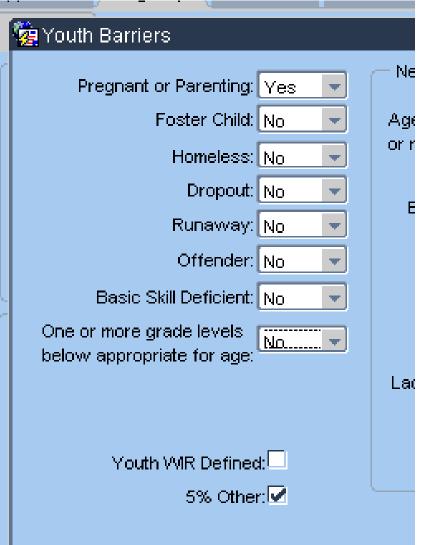
Exited Youth Enrollment

If the Youth previously had an Actual Youth Enrollment that exited and are to participate in either the 15% or 85% Summer Employment Program, staff must:

Complete a new Eligibility and Summer Youth Actual Enrollment.

WIA Summer Youth 15% 250% of LLSIL

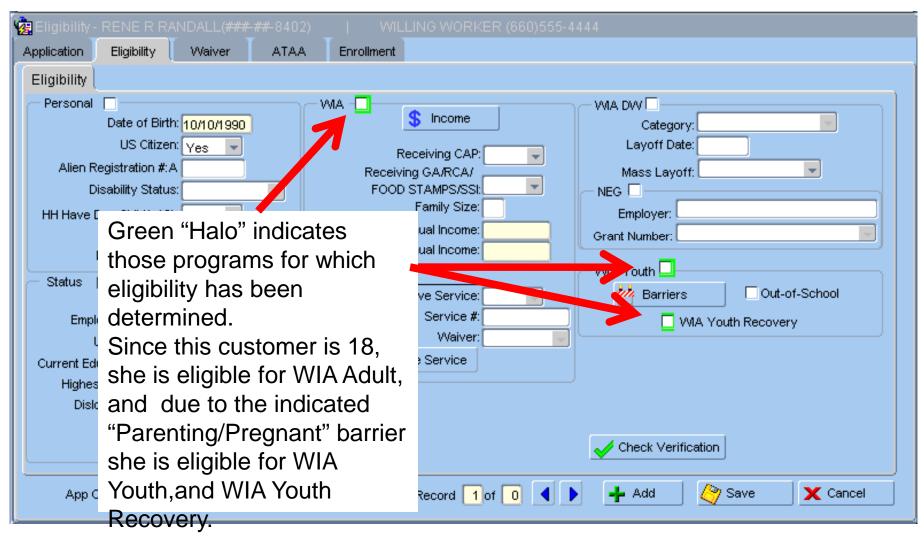
- Qualify with up to250% of LLSIL
- Toolbox will indicate as part of 5%
- Keep paper documentation to indicate qualification



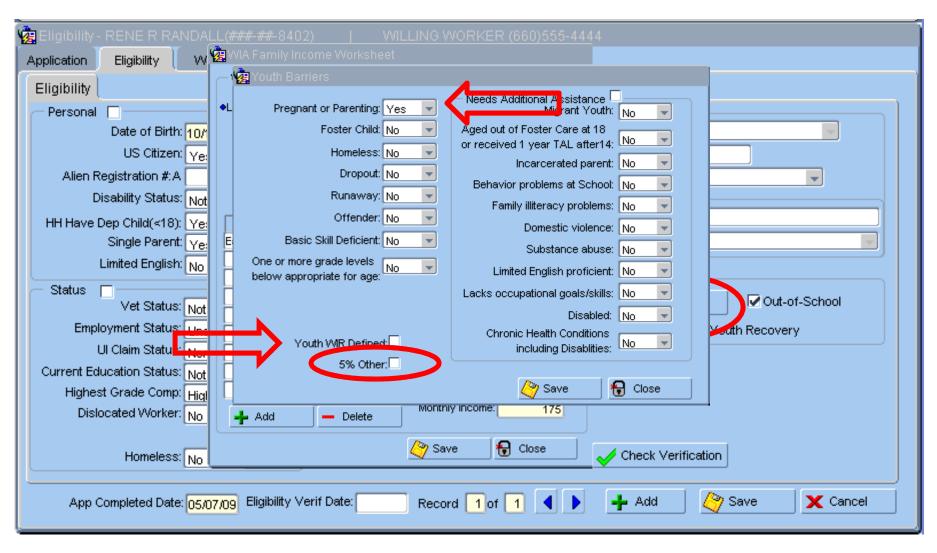
WIA Summer Youth 15% 250% of LLSIL

- If "Low Income" is not checked for enrollee in 15%.
- 1. Check appropriate LLSIL table for 250% amount.
- 2. Continue with enrollment if family income is below guidelines.

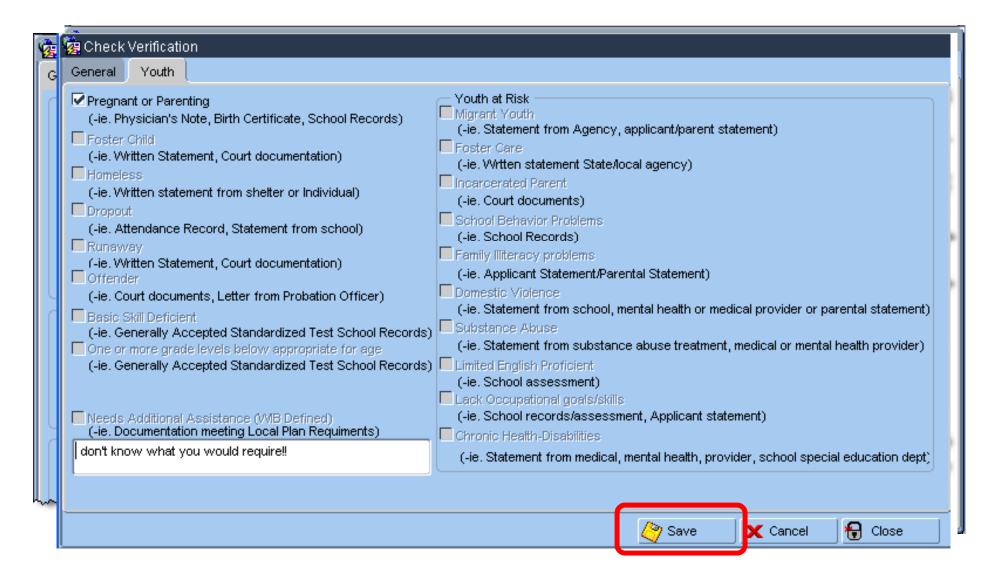
Eligibility Tab



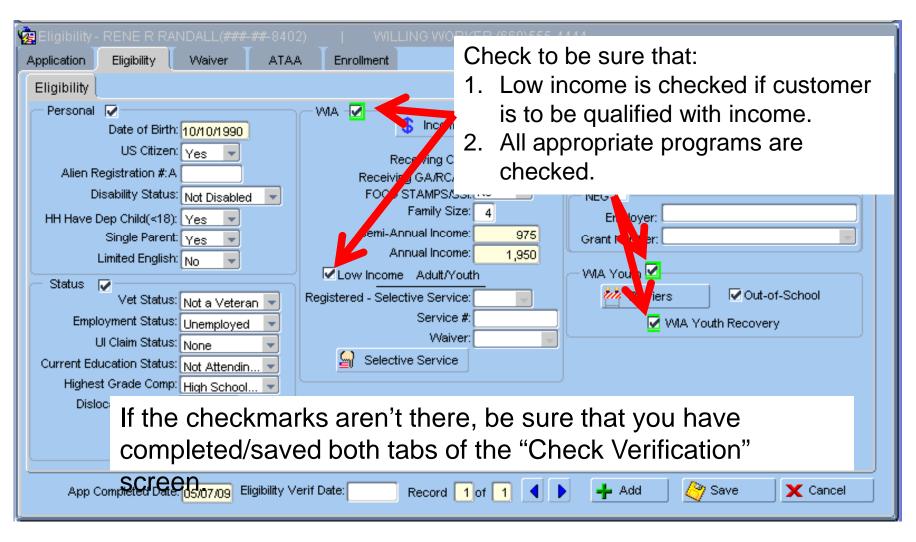
Eligibility cont.



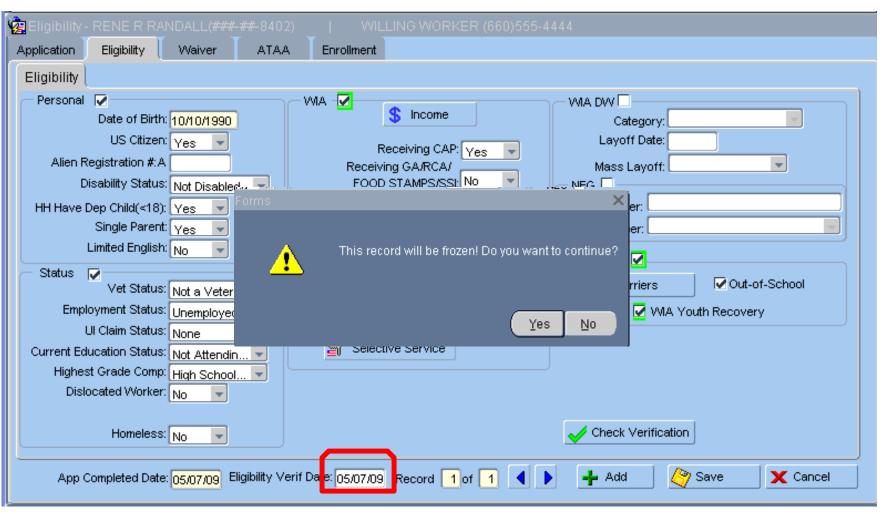
Check Verification



Double Check Eligibility



Saving Eligibility Screen



Enrollment Precedes Service

A qualifying* Toolbox 2.0 Actual Enrollment must precede any WIA Summer Youth Service.

- *WIA Youth
- *WIA Youth Recovery Act 15%
- *WIA Youth Recovery Act 85%

Reports to Governor's Office

 ONET and FEIN are essential on 503R in order to provide accurate reporting to the public and the Governor about the placements of Summer Youth.

503R Summer Employment Opportunities

- Should not be posted until Youth has started the Employment Experience.
 - Allows accurate reporting of number of Youth currently working.

ı	Ohiaetiva:	vz	Start Date: Ocu opo		
ı	Objective.	Youth Services	Start Date: 05/19/09		
ı	Service:	503R Summer Youth Employment O	Hours:		
ı	FEIN:	43-1234567		Comp:	+
ı	Task 1:	Jim's Oil Company; 240 hours; \$7.25	per hour.		=
				1	

ONET Matches Placment

- ONET must be edited to reflect the occupation title of the placement.
 - This allows the reporting of the nature of the employment opportunities.

ONet: 27101999 Artists and Related Workers, All Other Reflects Justification: This client is in need of employment in order to reach self sufficiency. Career bjective: Youth Services Start Date: 05/19/09 Service: 503R Summer Youth Employment Or Hours: Goal not FEIN: 43-1234567 Comp: 📥 Add Task Placement Task 1: Jim's Oil Company; 240 hours; \$7.25 per hour. Del Task End Date: Outcome: Del Service

Start Date: 05/13/09

Modifying ONET



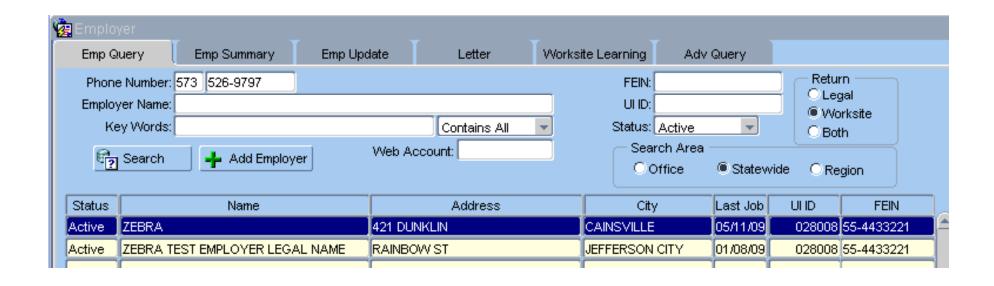
Entering FEIN

- Staff must enter the employer's FEIN after the youth has been placed.
 - ITSD will crosswalk the employer's FEIN and NAICS code.
 - This will allow reporting the nature of the entities supplying the Summer Employment Opportunities accurately.

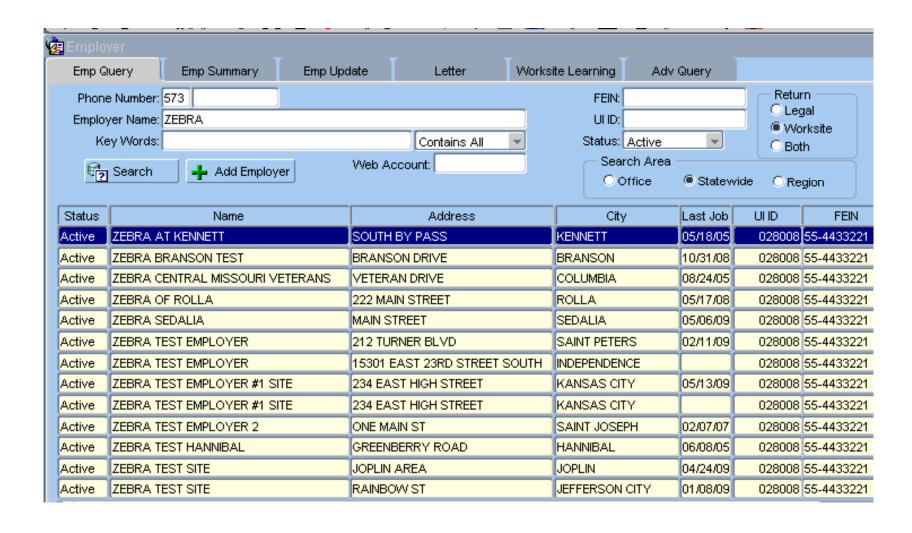
Locating FEIN

- Ask Employer
- Check Toolbox for employer's site.
 - Phone
 - Employer Name
 - Keyword Search
 - Use "Statewide."

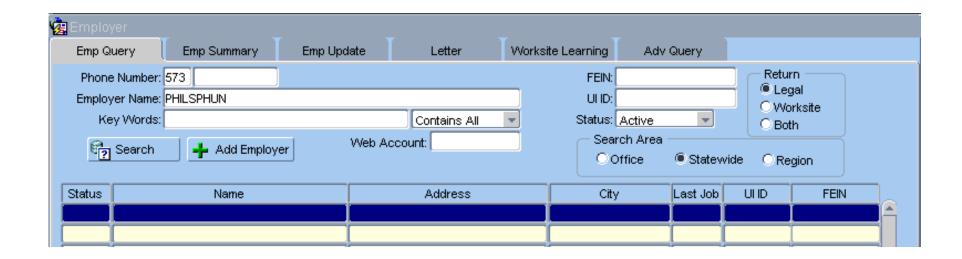
Searching TB 2.0 for Employer Phone Number Search



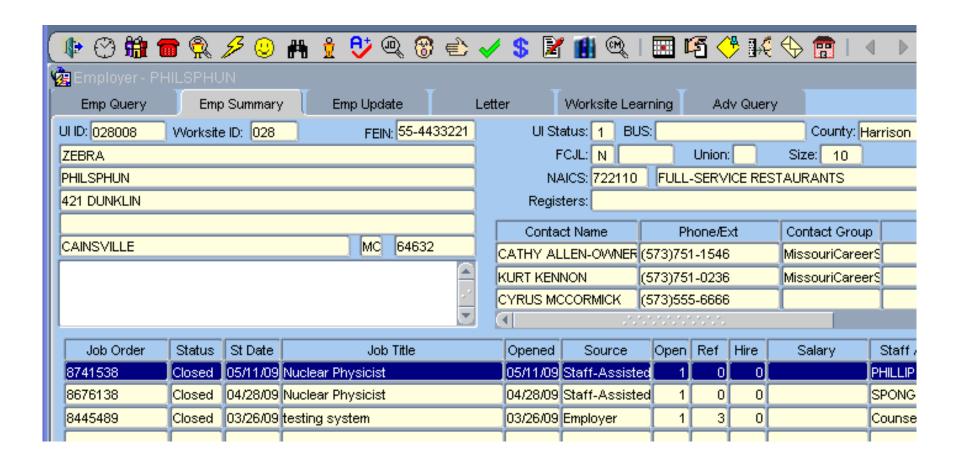
Search by Employer Name



Name Search/Legal Only



Name Search - Both







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